



## TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information, 8 days prior** to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to the requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

### MEETING INFORMATION

Date Submitted: April 16, 2015

Date of Meeting: April 23, 2015

Submitted by: Donna Pohli

Time Required: Approximately 20 minutes

Department: Community Development

Background Info. Supplied: Yes

Speakers: Desirea Falt, Donna Pohli, and Tim Thompson

### CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
<b>Public Hearing:</b>	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	X	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

### TITLE OF ITEM

**NRPC Route 3 Bicycle and Pedestrian Corridor Plan Proposal**

### DESCRIPTION OF ITEM

To ask the Town Council to accept and authorize NRPC's proposal dated January 22<sup>nd</sup>, 2015 (attached). This proposal does not require any additional funding and would help the Bicycle and Pedestrian Master Plan Work Group with implementation of the adopted 2014 Master Plan Update.

### REFERENCE (IF KNOWN)

RSA:	Warrant Article:
Charter Article:	Town Meeting:
Other:	N/A:

### EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

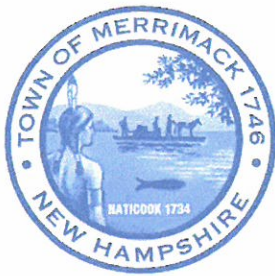
Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

### CONTACT INFORMATION

Name:	<b>Donna Pohli</b>	Address:	<b>Community Development Dept.</b>
Phone Number:	<b>603-424-3531</b>	Email Address:	<b>dpohli@merrimacknh.gov</b>

### APPROVAL

Town Manager: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Chair/Vice Chair: Yes <input type="checkbox"/> No <input type="checkbox"/>
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# Town of Merrimack, New Hampshire

Community Development Department

6 Baboosic Lake Road

Town Hall - Lower level - East Wing

Planning - Zoning - Economic Development - Conservation

603 424-3531

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## **MEMORANDUM**

**Date:** April 16, 2015  
**To:** Nancy Harrington, Chair, & Members, Town Council  
**From:** Donna Pohli, Assistant Planner, Community Development  
**Subject:** NRPC's Route 3 Bicycle and Pedestrian Corridor Plan Proposal

Attached for your information is NRPC's proposal for the Route 3 Bicycle and Pedestrian Corridor Plan. Since the Master Plan Update was adopted last January, the Planning Board decided that one of their first focuses would be on a Merrimack Bicycle and Pedestrian Plan. The primary reason the Board decided to make this a priority is because of a letter from NHDOT dated November 22, 2013 (attached). This letter essentially informed the Planning Board and the Town that NHDOT will not support construction of any sidewalk segment in their jurisdiction of D.W. Highway. They suggested that the Town create a comprehensive plan to ensure that any short segments (typically required at a time a project is in front of the Planning Board) will be connected in the future.

The attached proposal outlines the work and effort that NRPC will do for the Town at no cost (considered to be within the services that the Town's dues cover). This proposal was created by NRPC after discussing with staff and the Bike/Ped Work Group what is needed to help address NHDOT's concerns as well as begin Master Plan implementation steps.

To summarize, the proposal is that NRPC will map existing bicycle and pedestrian infrastructure, conduct a windshield survey of the corridor, and participate in a workshop with the Work Group. These three steps will help staff and the Work Group begin to create a comprehensive plan for the corridor by finding the sidewalk gaps and prioritizing them. Then NRPC will produce a final map by using the data and analysis from the first three steps. From there, Staff and the Work Group can create written text to accompany the final map and hopefully address NHDOT's concerns.

Staff and the Work Group are excited for this opportunity to work with NRPC without additional funds needed to solve NHDOT's concerns while also implementing steps from the adopted 2014 Master Plan Update.

Please find enclosed the following materials:

- January 22, 2015 Proposal from NRPC;

- November 22, 2013 Letter from NHDOT;
- Relevant Master Plan Implementation Segments.

**Suggested Motion:**

**That the Town Council vote to accept and authorize NRPC's proposal for the Route 3 Bicycle and Pedestrian Corridor Plan to assist the Bicycle and Pedestrian Master Plan Work Group with implementing the 2014 Town Master Plan and addressing NHDOT's requirement of creating a comprehensive plan for Route 3 prior to any further sidewalk construction in the NHDOT jurisdiction. This authorization requires no additional funding from the Town as NRPC would be acting within the funds already paid through the Town's dues. The Town Council authorizes the Town Manager or her delegate to execute any and all documents which may be necessary.**

Ec: Eileen Cabanel, Town Manager  
Paul Micali, Assistant Town Manager/Finance Director  
Timothy J. Thompson, AICP, Community Development Director  
Jillian Harris, AICP, Planning and Zoning Administrator

Cc: Correspondence  
File





January 22, 2015

Mr. Timothy Thompson  
Town of Merrimack  
6 Baboosic Lake Road  
Merrimack, NH 03054

Re: Merrimack Route 3 Bicycle and Pedestrian Corridor Plan

Dear Tim,

Enclosed for your review is the proposed scope of work for the Merrimack Route 3 Bicycle and Pedestrian Corridor Plan. NRPC staff used the project description provided by the bicycle pedestrian working group as a guide for developing the scope. The project has been divided into two phases. This proposal only addresses Phase 1 of the project.

The purpose of Phase 1 is to map existing conditions in the corridor by following these steps:

- Develop a base map of existing conditions in the corridor using aerial photography and existing GIS data layers,
- Conduct a windshield survey of the corridor to verify existing conditions,
- Meet with the Merrimack Bicycle and Pedestrian Master Plan Work Group to review the base map, and,
- Incorporate Work Group comments and finalize the base map.

NRPC will provide Phase 1 services (estimated @ \$4,000) at no cost to the town. Upon your approval we anticipate completing the work outlined in the scope this spring. If you have any questions do not hesitate to contact me.

Sincerely,

NASHUA REGIONAL PLANNING COMMISSION

Tim Roache  
Interim Executive Director

cc: Jillian Harris, Planning and Zoning Administrator  
Donna Pohli, Assistant Planner

**NASHUA REGIONAL PLANNING COMMISSION  
AND  
TOWN OF MERRIMACK, NH**

**Route 3 Bicycle and Pedestrian Corridor Plan  
Scope of Work**

**PROJECT DESCRIPTION:**

The purpose of this plan is to identify and map existing bicycle and pedestrian infrastructure on the Route 3 corridor and to identify changes to regulations to accommodate future needs of all users of this major travel corridor. This corridor plan will serve as the first phase in future plans to develop a town-wide Bicycle and Pedestrian Master Plan for the Town of Merrimack.

**PROJECT GOALS:**

1. To identify and map existing bicycle and pedestrian infrastructure in the Route 3 Corridor in Merrimack.
2. To identify gaps in infrastructure.
3. To develop a corridor plan to meet current and future bicycle and pedestrian infrastructure needs in the Route 3 corridor in Merrimack.

**APPROACH:**

**Phase 1: Map Existing Bicycle and Pedestrian Infrastructure**

**TASK:**

1. **Map Existing Bicycle and Pedestrian Infrastructure**  
NRPC will develop a base map of the Route 3 Corridor in Merrimack using orthophoto (aerial photography) information and existing GIS data layers to show sidewalks, crosswalks, bicycle lanes, paths, trails, drainage, ROW and other significant information in order to plan for future needs in the corridor.
2. **Windshield Survey of Corridor**  
NRPC will conduct a windshield survey of the Route 3 corridor in Merrimack. The purpose of the survey will be to verify existing conditions on the ground that may not be evident from orthophoto information or existing GIS data layers.
3. **Participate in a workshop with the Merrimack Bicycle and Pedestrian Master Plan Work Group**  
NRPC will participate in a workshop with the Work Group using the map produced in Steps 1 and 2. The purpose of the workshop will be to review the map to identify gaps in bicycle and pedestrian infrastructure, and to identify priority connections and areas of need.

### *Route 3 Bicycle and Pedestrian Corridor Plan*

The Merrimack Bike Ped Workgroup will organize, provide public notice, if required, and facilitate the workshop.

#### **4. Produce a Final Map**

Using data and analysis collected in steps 1-3, NRPC will produce a map and spreadsheet that lists infrastructure needs in order of priority and details of those needs including length of sidewalk and/or bicycle path segments, existing ROW, existing drainage in that area and other pertinent information that will aid in planning for those future needs.

The final map will be similar to the Merrimack Town Center map that was produced by NRPC.





**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**CHRISTOPHER D. CLEMENT, SR.**  
**COMMISSIONER**

**JEFF BRILLHART, P.E.**  
**ASSISTANT COMMISSIONER**

November 22, 2013

Mr. Timothy J. Thompson, AICP  
Community Development Director  
Town of Merrimack  
6 Baboosic Lake Road  
Merrimack, NH, 03054

**RECEIVED**  
DEC 06 2013

Subj: Sidewalks along US Route 3 within Merrimack

COMMUNITY DEVELOPMENT DEPT  
TOWN OF MERRIMACK

Dear Mr. Thompson:

Thank you for taking the time to meet with Bill O'Donnell and myself yesterday to discuss the Town's plans for sidewalks along Daniel Webster Highway (US Route 3). We also appreciate you sharing your minutes from the meeting. Recent requests from the Town to construct short sidewalk segments within NHDOT's right-of-way have raised concerns about the lack of functional viability. These segments often have simply crossed along the frontage of properties that are being proposed for redevelopment, rather than connect with existing sidewalks or extend to a desired destination.

While we are supportive of the Town's desire to create a sidewalk system along US 3, we feel that the decisions related to the installation of sidewalk segments should be consistent with a comprehensive corridor sidewalk plan endorsed by the Town. With such a plan, you could hopefully combine sidewalk construction projects generated at sites proposing redevelopment with other projects funded through the Town to provide pedestrian connections over substantial lengths and having logical termini. Absent such a plan, we are not comfortable with the practice of constructing short sections of sidewalk within the NHDOT's right-of-way.

Sidewalk projects located adjacent to US 3 would require a vertical granite curb for the protection of the pedestrians and thus require that some thought be given to the treatment of runoff from the US 3 pavement flowing along the curbed gutter. These concentrated flows could not be left to enter randomly upon abutting properties, but rather should be picked up by a designed drainage system carrying them to a logical outlet.

The short unexpected sidewalk segments within the highway right-of-way can present a hazard to bypassing motorists and also complicate our efforts to remove snow during the winter season.

We would suggest that the Town contact the Nashua Regional Planning Commission (NRPC) regarding the possibility of assisting with such a comprehensive study. While our Planning Bureau does have funds available for sidewalk studies and construction, they are limited to those that specifically serve routes to schools. Whereas, the NRPC may have more options regarding pedestrian transportation activities.

We appreciate your suggestion of a "paved pedestrian way", located outside of NHDOT right-of-way, across the Canis Property as an option acceptable to the Town. We have discussed that concept with the design consultant working on that project and suspect that they will develop a concept along their frontage and present it to you for consideration.

With respect to the future cross section of the US 3 corridor in this particular area, just north of Bedford Rd, we would realistically expect that a three-lane highway concept (likely 46' +/- in width between curbs), with one lane in each direction and a center turn lane, plus 5' shoulder offset to the curb, rather than a five-lane concept, would be a reasonable goal. It would be in the Town's interest to try to position future sidewalk sections at 23' where practical, to avoid the need for future relocation costs.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Radwanski', written in a cursive style.

Richard C. Radwanski, PE  
District Engineer

WFO'D/dlp  
File in Merrimack



**Table 10-1: Plan Recommendations – Priority and Responsible Party**  
 LAND USE AND COMMUNITY DESIGN ELEMENT

	Land Use Recommendations	Time Period for Implementation (years)				Responsible Party
		1-2	3-5	6-10	Ongoing	
LU – 1	Adopt a zoning modification that allows mixed use as an infill style development with appropriate controls and design recommendations in all appropriate areas of the corridor.	✓				PB, TCC, TC
LU – 2	Allow higher density development in the northerly and southerly portions of the Daniel Webster Highway corridor, where connectivity to the regional transportation system is best and existing infrastructure supports this type of development.		✓			PB, TC
LU – 3	Adopt zoning or regulation amendments to foster access management in the Daniel Webster Highway corridor, and to provide off-street pedestrian and vehicular connectivity throughout the corridor.		✓			PB, PWD, TC
LU – 4	Develop portions of the Daniel Webster Highway corridor as village nodes, with traffic calming measures, pedestrian amenities, and streetscaping. See recommendation ED-15.		✓			PB, PWD, TC
LU – 5	Improve design standards for landscaping, site design, and site amenities.	✓				PB
LU – 6	Develop access to the Merrimack River corridor where possible and adopt zoning provisions in areas surrounding these access points to incentivize use of the river as an amenity.		✓			PB, Con Comm.
LU – 7	Develop pedestrian and bicycle connectivity from the westerly portions of the Town to the Daniel Webster Highway corridor where possible.		✓			PWD
LU – 8	Preserve and enhance the rural aesthetic of existing neighborhoods by maintaining existing allowable densities and generous setbacks west of the F.E. Everett Turnpike.				✓	PB
LU – 9	Create incentives for open space residential development to enhance protection of open space.		✓			PB
LU – 10	Perform a comprehensive review and update of the Subdivision Regulations, including a separation of the Site Plan Regulations as a separate set of regulations.		✓			PB
LU – 11	Examine development review process and consider development of a “pre-application design review” process as outlined in RSA 676:4.		✓			PB

	Community Facilities Recommendations	Time Period for Implementation (years)				Responsible Party
		1-2	3-5	6-10	Ongoing	
C-6	The Town should move forward with the designing and construction of a new Highway Garage and PWD administrative office facility as proposed in the Capital Improvements Plan.	✓				PWD
C-7	The School District should plan for and design new Superintendent's Office and Special Services Office to meet their future needs.	✓				SD
C-8	Work with the Nashua Regional Planning Commission and neighboring communities to begin a dialog on options for shared services and facilities.				✓	TM, TC, NRPC
C-9	Take a leadership role in "greening" Merrimack through its operations, governance, and management. This is particularly true with respect to municipal buildings and facilities.				✓	TC, all departments

**Table 10-1: Plan Recommendations – Priority and Responsible Party**

**TRANSPORTATION ELEMENT**

	Transportation Recommendations	Time Period for Implementation (years)				Responsible Party
		1-2	3-5	6-10	Ongoing	
T-1	Consider establishing an Exaction Fee System to assist in funding the growing transportation needs of the community.			✓		CD, PB, TC
T-2	Coordinate with the Town of Bedford to create a cohesive, attractive plan for the northern segment of US Route 3.		✓			CD, PB
T-3	Continue to develop a town-wide Pedestrian and Bicycle Plan.	✓				PB, PWD CD
T-4	Support on-going and future rail and bus initiatives and enhancement of existing rail service and expansion of passenger rail service into southern NH.				✓	CD, PB, TC
T-5	Continue to require formal traffic impact assessments for development projects.				✓	PB



	Transportation Recommendations	Time Period for Implementation (years)				Responsible Party
		1-2	3-5	6-10	Ongoing	
T-6	Implement access management guidelines in order to provide safe and efficient access to abutting land uses and to maintain operational characteristics of a roadway. Consider within the Town's land use regulations factors such as the number, design and location of access points; the provision for median islands to control access; the provision for left and right-turning lanes; internal circulation patterns; and the provision of pedestrian and bicycle facilities. Pursue access management strategies along the high-traffic corridors of US Route 3 and Continental Boulevard as development and redevelopment opportunities arise.		✓			CD, PB, PWD
T-7	Maintain a continuous transportation planning program consisting of: the collection, maintenance, and dissemination of traffic information; staff and/or consulting resources to collect, analyze, and report on traffic problems; and continued coordination of transportation planning with other planning disciplines, most notably land use and environmental planning.				✓	CD, PB, PWD
T-8	Continue to evaluate and adjust the operations of the highway network to promote its efficient use and safe function.				✓	PWD
T-9	Promote a user-friendly roadway network for motorists by improving and/or upgrading traffic calming and control devices (such as roundabouts, signage, pavement markings, and lighting) in specific areas where deficiencies currently contribute toward public safety concerns and/or as opportunities arise.				✓	PWD
T-10	Endeavor to maintain acceptable levels of service (LOS D or better) for peak hour conditions, recognizing that lower levels of service may occur at certain locations.				✓	PWD, PB
T-11	Preserve and/or acquire right-of-way for new or expanded streets in advance of need through purchase, official mapping, and developer dedications.			✓		TC
T-12	Promote education of the emergency response routes development by the NRPC.				✓	PWD
T-13	Explore alternative, creative and affordable transportation services to meet the needs of an aging community.		✓			CD
T-14	Continue to require that new development be responsible for site-related improvements needed to provide safe and adequate access to/from the site.				✓	PB



	Transportation Recommendations	Time Period for Implementation (years)				Responsible Party
		1-2	3-5	6-10	Ongoing	
T - 15	Continue to implement traffic calming measures on local streets in residential neighborhoods to direct traffic to arterial and collector streets in order to protect residential neighborhoods from adverse impacts associated with increased traffic volumes and speeds.				✓	PWD
T - 16	Establish a Capital Reserve Fund for sidewalk and pedestrian way construction	✓				TM, PB, PWD, TC, CD
T - 17	Continue to promote the inclusion of sidewalks in appropriate highway improvement projects, ensure the proposed provision for pedestrian access within developments, and provide for the proper integration of public and private pedestrian ways.				✓	PWD, PB
T - 18	Ensure that pedestrian ways are designed to serve the needs of the handicapped.				✓	PWD
T - 19	Give priority to the designation and improvement of walking and bicycle routes to all schools and other recreational facilities in the Town.	✓				CD
T - 20	Continue to incorporate provisions for bicycle lanes and/or paths in road construction and resurfacing projects where appropriate, whether publicly or privately financed.				✓	PWD, CD
T - 21	Continue to require landscaping as part of site development projects; however, care should be taken to ensure that appropriate plantings are selected that do not hinder sight lines along the roadways and intersections as a result of growth and improper maintenance.				✓	PB
T - 22	Promote the development of effective and aesthetically pleasing signage directing the traveling public to parks, recreational areas, and other attractions in Town.		✓			PWD